



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

**MINUTES**

|              |   |
|--------------|---|
| <b>Board</b> | <b>Governing Body meeting</b>               |
| <b>Date</b>  | 18 <sup>th</sup> October 2018               |
| <b>Time</b>  | 6.00 pm (Pupil Voice), 6.30pm meeting start |
| <b>Venue</b> | Meeting Room                                |

**GOVERNORS ATTENDING**

Libby Blake (Chair)  
Robert Walkington (Vice Chair)  
Cathryn Falconer (Interim Principal, ex-officio governor)  
Jacqui Tovey (Interim Principal, ex-officio governor)  
Soshana Austin (Community Governor)  
Abi Agidee-Adekunle (Community Governor)  
Steve Finch (Parent Governor)  
Kolawole Olounbanjo (Community Governor)  
Kirsty Wiseman (Staff Governor)  
Elisa Valdez (Staff Governor)  
Barbara McBrien (Community Governor)  
Simon Blackburn (Parent Governor)  
Isa Ros Lopez  
Vacancy (Parent Governor)  
Vacancy (Community Governor)

**APOLOGIES**

Katherine Priestly (Community Governor)  
Richard Allalouf (Parent Governor)  
Nick Hind (Educational Consultant)

**IN ATTENDANCE**

Philip Matson (Clerk)

The Code of Conduct for Governors requires Governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as Governors and to act in the public interest.

## PUPIL VOICE

Governors listened to a presentation by student representatives on the topic, “What pupils wanted in a new principal”.

They identified the following desirable characteristics

- Kind
- Happy
- Strict
- Caring
- Honest
- Approachable
- Firm
- Fair
- Tidy

These desired characteristics were weighted (and tidiness was a low priority!).

The student representatives summarised feedback from the Gatehouse and Gateway students. Governors were given the opportunity to examine the mind map of a particular student.

A governor asked when the students felt it was appropriate for a principal to shout at students. A student representative responded, in “an urgent situation”. A governor asked how it made a student feel to be shouted at. The student said it upset them. A governor stated his opinion that it was never appropriate for a member of staff to shout at a student.

A governor asked if students feel that staff are not listening to students. The response was equivocal.

A governor asked if students feel that they have the opportunity to give their point of view/their version of events. The response was positive.

Governors were told that the interim shared headteacher role was confusing to some pupils. Governors were informed that the joint Heads use different job titles to minimise any confusion.

A governor explained to the student representatives that governors intended appointing one person to the permanent principal post.

LB explained why governors could not rule out a job share arrangement for the permanent post.

A governor responded to the Gateway students' stated preference for a female principal by explaining that the governors had to appoint the best possible person regardless of gender.

Governors commented approvingly on the request for a more "hands-on" principal.

Governors agreed to explore the opportunity for students to lead lessons and show what they have learned.

Governors acknowledged the students' comment that the needs of all students should be properly addressed, regardless of level of ability.

Governors supported the development of out of hours learning opportunities for students. A governor commented that he would like to see an overlap between learning at school and at home.

A governor agreed with the student representatives that the school should stretch the more able pupils. A governor stated her view that the school should be focusing on maximising student potential.

Governors and student representatives discussed the schools' homework policy and considered different ways that children can continue to learn at home.

LB agreed that, in the light of student feedback, governors should review the homework policy.

Governors thanked students for an excellent presentation and to all students for their contribution to the feedback exercise.

## **1 WELCOME, INTRODUCTIONS & APOLOGIES**

LB welcomed CF and JT to the meeting. She thanked governors for their attendance. Apologies were received from RA and KP.

LB reported to governors that, despite experiencing problems in attending meetings, RA was keen to remain a governor. The school will explore the potential for participation via Skype.

## **2 NOTIFICATION OF ANY OTHER URGENT BUSINESS**

There were no items of urgent business.

## **3. DECLARATIONS OF INTEREST & REGISTER OF INTERESTS**

- 3.1. Governors have completed their contributions to the Register of Interests
- 3.2 AA and BM declared professional roles that might possibly result in conflict of interest; the governing body was satisfied that there was no conflict in relation to the meeting.
- 3.3 There were no declarations of gifts and hospitality received or given.

## **4 MINUTES OF THE GOVERNING BODY MEETING**

The minutes of the previous FGB meeting held on 21st June 2018 were accepted as a true and accurate record of the meeting.

The following errors were identified: "Shoshana" should read "Soshana"; "Eliza" should read "Elisa". The clerk apologised for the errors.

## **5 MATTERS ARISING**

- LB commented on the success of the Strategy Day.
- She informed governors that KO had agreed to assume the Safeguarding Lead governor role.
- LB proposed establishing a Lead role for governor training.
- The refurbishment of the bathrooms were completed within budget.

## **6 CHAIR'S REPORT**

LB informed governors that there were no urgent actions or correspondence to report since the last meeting.

## **7 GOVERNING BODY MEMBERSHIP**

- 7.1 LB was nominated and unanimously elected as Chair. RW was nominated and unanimously elected as Vice Chair.
- 7.2 BM was nominated and unanimously elected as Chair for F&GP Committee; SA was nominated and unanimously elected as Chair of Curriculum Strategy
- 7.3 AA agreed to join the C&S Committee; EV resigned from F&GP Committee but retained her membership of C&S; otherwise the composition of committees remains unchanged.
- 7.4 LB proposed establishing a governor training Lead role. Governors concurred. KO agreed to continue as the Safeguarding lead; KP was confirmed in the H&S lead role; AA confirmed her willingness to take on the Training lead role; SA agreed to take on Pupil Premium lead role.
- 7.5 LB referred to the draft school vision statement. She stressed the need for the statement to be appropriately worded. LB asked for feedback on wording - a governor commended the document. A governor recommended the statement encapsulating "student dreams" should be rephrased with "achieve their full potential"; the statement that parents "will be delighted in their children's progress" - might be rephrased "we want parents of our children to be delighted in their children's progress". These changes were accepted by governors. Governors discussed how the document could fully express the school's commitment to working in partnership with parents. The section of the statement concerning cooperative principles was discussed. It was agreed that Autism specific references should be replaced with more general references to needs.

Governors agreed that they should now consult on the revised the statement with all stakeholder groups.

**ACTION:** LB to bring vision and high level 5 year plan back to FGB on 13<sup>th</sup> December for adoption after consultation with staff and students.

- 7.6 LB reported that there had been no expressions of interest from parents to fill imminent parent governor vacancies. LB asked current parent governors to help identify potential governors for parent governor vacancies. SB agreed to continue as a governor if a replacement could not be found.

**ACTION:** Parent Governors to form a group to consider how best to enable parents to stand as governors. To bring back to next FGB meeting

7.7 AA highlighted the Academies Financial Handbook instruction that employees should not be members of a committee with audit responsibilities. Governors noted.

## **8 PUBLICATIONS REQUIREMENTS & SCHOOL WEBSITE COMPLIANCE**

Review of website publication compliance, including Pupil Premium information.

PM agreed to triangulate to ensure website compliance.

Action: PM to review website and communicate findings to Interim Principals. Report back as a matter arising at next meeting.

## **9 HEADTEACHER REPORT (AUTUMN TERM 1, 2018)**

JT and KF

### **9.1 Review of school data**

LB commented approvingly that Pupil Progress Data was now presented in a format that enables governors to scrutinise effectively. LB referred to the analysis of attendance by different groups of pupils including gender, PP, LAC, SEN; she gave the high level of unauthorised absences of LAC as an example. Governors briefly discussed possible reasons for this pattern of unauthorised absences.

LB emphasised the key role of governors to scrutinise data to enable them to challenge the school constructively. JT informed governors that the range of data made available to governors will be increased. Governors concurred.

LB referred to the pupil progress data - it will enable governors to ask the questions, “are we ambitious enough, do we know what progress is being made?” LB pointed out that PP and FSM stand out as underperforming pupil groups; JT commented that this is contrary to the trend in most schools. A governor commented that the PP data will enable Parkwood to challenge the virtual school on release of PP funding. CF explained that the PP data enabled them to identify eligible pupils, identify the areas of gap in performance, target appropriate more bespoke interventions. Governors commented on the historical universalist approach to providing therapeutic services from PP funds.

### **9.2 Confirmation of pupil and boarder numbers on roll**

### **9.3 Use of delegated powers**

This was addressed in item 10.

### **9.4 Advice on position of SEF**

This was addressed in item 11.

### **9.5 Any proposed changes to the Admissions Policy**

JT and CF referred to the school Admissions criteria; they commented that SEM health and PMLD and visual and hearing impairment were not primary needs.

LB informed governors of the intention to remove governor admissions panels as admissions is an operational and not strategic matter. Governors need a more overarching view with anonymized data of what is happening. A governor questioned the assertion that the panels held up the admissions process. Governors discussed how a revision of the scheme of delegation could sharpen governors' strategic oversight of the admissions process whilst delegating operational decisions to headteachers. A governor agreed that the panel's work is operational, but stressed the need for governors to be kept informed. A governor commented that there had been a tendency to defer to the recommendations of the SLT. A governor agreed that admissions decisions should be decided by professionals - the headteacher should report decisions to governors. A governor insisted that delegation of responsibility to headteachers should be accompanied by clarification of the admissions criteria. A governor stressed the Quality Assurance role of governors. LB recommended that admissions criteria data should be shared with FGB initially and specific actions arising from discussion delegated to committees.

**ACTION:** scheme of delegation to be revised in response to removal of admissions panel. Principal to action for approval.

A governor recommended that "ADHD" and "autism" categorisations should be replaced with "social, communication disorder" and "autistic spectrum". A governor commented that many children are being diagnosed with ADHD as secondary disorder. JT asserted that ADHD needs to be included, but wording could be revised; SCD can be included. Governors agreed. Governors discussed mental health/anxiety references. A governor recommended deleting the mental health reference from admissions policy; JT explained why this is not practicable. A governor stressed the range of assessment information the school received for each pupil. It was agreed to leave the mental health reference in the document.

**Governors agreed new admissions policy; there was an abstention from one governor.**

## 9.6 Staff changes

Governors welcomed the recruitment of two teachers.

BW pointed out that the report should include reference to the headteacher vacancy.

## 9.7 Attendance & Exclusions

Governors discussed the education provision of excluded pupils and the reintegration of excluded pupils to school. Governors were informed of the managed move of an excluded pupil in the previous year. JT informed governors of a wider leadership group discussion around exclusions; an exclusion policy is in place, but exclusion is not being applied as a last resort. A governor commented that pupils do not understand the concept of exclusion and it is more a punishment of parents. Governors expressed concern that pupils are being excluded. A governor asked if additional funding might be accessed from LAs to enable the school to implement a zero external exclusion policy; this was considered highly unlikely.

Governors agreed with a recommendation from LB that the exclusion policy should be reviewed by the Curriculum & Strategy Committee and that it should also look at developing a plan for education provision for pupils whilst they are internally excluded.

## 9.8 Safeguarding

LB proposed that governors accept the recommendations of the Safeguarding Audit and that policies and procedures should be updated as recommended with the Chair's sign off of the process. Governors concurred.

**ACTION:** Chair and Principals to take forward.

Responding to a governor query regarding the increased number of reported incidents of concern in 2018-19, governors were informed that during 2017-8 some safeguarding incidents were recorded inaccurately as behaviour incidents.

#### **9.9 Residential Education update**

The F&GP committee used its delegated powers to approve the recruitment of additional support staff. The vacancies have been advertised.

#### **9.10 Fire Risk Assessment**

This was not addressed.

#### **9.11 Grounds maintenance**

JN has identified three quotes to draw up specifications for the new contract (p12, para 14).

#### **9.12 Premises and Finance**

This item was addressed in item 11.

#### **9.13 Pupil Premium**

This item was addressed in item 9.1.

#### **9.14 Approval of term dates 2019-20**

Governors accepted the rationale for and approved the proposed term dates for 2019-20.

### **10 REVIEW DRAFT SCHOOL IMPROVEMENT PLAN**

#### **10.1 Governors agreed to accept the draft school improvement plan.**

Governors agreed that the governing body review dates need to be included in the document.

#### **10.2 Review proposed Plan for 2018-19**

Governors considered how the FGB and committees will monitor its implementation. Governors accepted the recommendation of monitoring through the triangulation of visits and data analysis through committees - three triangulation visits annually. Governors discussed recording processes for their monitoring assessments. JT confirmed that any additional training requirements could be funded through that allocated to 2018-19 staff training programme.

### **11 GOVERNING BODY REPORTS**

#### **11.1 Curriculum & Strategy - SA reported to governors that delegated powers had been used to address safeguarding concerns.**

#### **11.2 Finance & General Purposes - RW reported that the audited annual accounts will be presented to the FGB on 13<sup>th</sup> December. There is a carry forward of £250k available for future projects. BM and RW are investigating high return investment account for the restricted carry forward. Consultants have been employed to draw up grounds specifications. The bathrooms have been completed to a high standard and a small saving**

achieved. RW referred to car park resurfacing and the installation of lighting. A new payroll provider will be identified for the new year. Some Classrooms have been redecorated and the kitchens refurbished.

Governors noted.

## **12 GOVERNING BODY TRAINING & MONITORING VISITS**

12.1 There were no governors' reports on any monitoring visits.

12.2 AA agreed to look at those training needs identified at last FGB. LB believed that a governor with SEN teaching experience would be particularly useful to the governing board.

## **13 DELEGATED POLICIES UPDATE**

Governors reviewed and approved the following policies

Safeguarding  
Gifts & hospitality  
Admissions  
Data Protection  
Supporting pupils with medical conditions

## **14 RISK REGISTER**

LB asked JT and CF to provide "Top 10 risks" for the school to the next FGB.

## **15 ANY OTHER BUSINESS**

LB thanked KW for service as staff governor over past 4 years. LB thanked SB for his contribution as a parent governor. RW was thanked for chairing the F&GP committee, in particular, he was praised for his forensic attention to detail.

## **16 MEETING DATES FOR 2018-19**

Governors confirmed that FGB meetings for the year.

13<sup>th</sup> December 2018, 6.00pm

21<sup>st</sup> February 2019, 6.00pm

20<sup>th</sup> June 2019, 6.00pm

## **MINUTES ACTION CHECKLIST**

| <b>Agenda item</b> | <b>Action</b>                                 | <b>Lead</b> | <b>Date</b> |
|--------------------|---|-------------|-------------|
| 7.5                | Vision and 5 Year plan presented to governors | LB          | 13/12/18    |
| 7.6                | Parent governors to consider ways of          |             |             |



|     |   |               |                  |
|-----|---|---------------|------------------|
|     | facilitating parent governor recruitment<br>Identify potential new parent governors | SB, SF<br>ALL | ASAP<br>13/12/18 |
| 8   | Check website compliance  | PM            | 13/12/18         |
| 9.5 | SoD revised in light of admissions policy changes                                   | JT, CF        | ASAP             |
| 9.8 | Safeguarding policy to be updated   | LB, JT, CF    | ASAP             |
| 14  | Top Ten risks to be presented to governors  | JT, CF        | 13/12/18         |

SIGNED: Libby Blake DATE: 13/12/18